



**Privacy Policy
and Cookie Policy
for the "Zwierzak na kozetce/Pet on the couch" services**

What does this Policy contain?

This document contains information related to privacy protection principles for Users using the "Zwierzak na kozetce/Pet on the couch" website.

From the text below you will gain information about:

- a) what Users' data are processed in connection with the use of the "Zwierzak na kozetce/Pet on the couch" Website, and what are the principles of processing this data;
- b) who and on what terms may process Users' data;
- c) what rights the User is entitled to in connection with the processing of his data by the Administrator;
- d) what measures are taken to protect Users' privacy by the Administrator;
- e) for what purposes are cookies used on the Website.

The principles and procedures described in this document are consistent with the applicable law in Poland, and in particular with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the freedom to the flow of such data and the repeal of Directive 95/46/EC (from now on referred to as "GDPR").

To read the content of the regulation, please visit the official website with the texts of European Union law at: <https://eur-lex.europa.eu/legal-content/PL/TXT/?uri=CELEX:32016R0679>.

What terms are used in it?

Website – a website run by Agnieszka Dąbrowiecka, located at www.zwierzaknakozetce.com

Regulations – a document that specifies the rules for using the Zwierzak na kozetce/Pet on the couch services

Administrator – a person who runs the Website and is responsible for its proper functioning. The administrator of the website is Agnieszka Dąbrowiecka.

User - a person who visits the Website.

Social Media - portals where the Administrator has a profile, i.e. at the time of preparing the Policy - Facebook and Instagram;

What Users' data are processed, and on what basis?

Only the data necessary to use the Website's functionality, contact, conclude, perform, and settle the contract are collected.

Data is transferred via:

- a. filling out the pre-consultation questionnaire
- b. sending messages via e-mail
- c. contacting via social media profiles (private messages, comments, reactions).
- d. stating verbally, during the live consultation itself or online via instant messaging, e.g. Skype/ Zoom/GoogleMeet

The Website processes personal data about Users related to the use of the Website. The administrator of this data is the Website Administrator. Personal data processed on the Website and the legal basis for processing may vary.

If you use the contact form or pre-consultation questionnaire, this will be the name and surname, e-mail address, residential address and IP address of the device from which the User visits the Website. This data is processed in order to respond to the User's message or provide a service and is processed until the response to the message or provision of the service. The Administrator processes them based on the User's voluntary consent, which the User submits when sending the message. If you wish to withdraw your consent, please contact us via petonthecouch@gmail.com. However, this consent is necessary to respond to the User's message or to provide the service.

When the User visits the Website, their personal data related to the behaviour on the Website is processed via the Google Analytics service. This service is used to obtain statistical data in order to improve the website and the Administrator's offer. The entity processing this data on behalf of the Administrator is Google LLC, 1600 Amphitheater Pkwy, Mountain View, CA 94043, United States of America. The User's personal data are processed on the basis of the legitimate interest of the Administrator and will be processed for the period of using Google Analytics services by the Administrator. The User may turn off Google Analytics services at any time by changing cookie settings in the browser or by selecting the website: <http://www.google.pl/settings/ads>. In order to configure (turn on or off) the transmission of information to Google partners, you can make the appropriate changes at: http://www.networkadvertising.org/managing/opt_out.asp.

Users' personal data obtained by the Administrator are also used to ensure the proper functioning of the Website (in accordance with the Regulations) and to exercise the User's rights.

For what purposes are the data processed?

Providing personal data is voluntary and, at the same time, constitutes consent to their processing by the Administrator for the purposes of:

- a. current contact via e-mail, replying to the User's message and recording correspondence - the legal basis for the processing of personal data is necessary for the performance of the contract or necessary for the achievement of the purposes arising from the legitimate interest of the Administrator (Article 6(1)(f) GDPR),
- b. using the possibility of commenting and replying to entries and messages in Social Media (processing of data necessary to achieve the purposes arising from the legitimate interest of the Administrator pursuant to Article 6(1)(f) of the GDPR),

c. concluding and executing contracts in order to conclude a contract for the provision of behavioural and/or training services by the Zwierzak na kozetce/Pet on the couch if the User is a client/contractor or potential client/contractor - the legal basis for the processing of personal data is the necessity of processing in order to conclude contracts (Article 6(1)(b) of the GDPR),

d. performance of a binding contract concluded with the Zwierzak na kozetce/Pet on the couch for the User if the User is a client/contractor of the Zwierzak na kozetce/Pet on the couch or acts on behalf of the client/contractor - the legal basis for the processing of personal data is the necessity of processing in order to perform the contract (Article 6(1) letter b GDPR),

e. conducting marketing and analytical activities - the legal basis for the processing of personal data is the legitimate interest of the Administrator (Article 6(1)(f) of the GDPR),

f. pursuing possible claims related to the conclusion and performance of the contract (processing of data necessary to achieve the purposes arising from the legitimate interest of the Administrator pursuant to Article 6(1)(f) of the GDPR),

g. settlement and accounting of services provided (processing of data necessary to fulfill the legal obligation of the administrator pursuant to Article 6(1)(b) of the GDPR).

Who has access to the data, and where is the data stored?

Apart from the Administrator, Google LLC, which provides statistical services for the Administrator, has limited access to personal data.

Moreover, the Administrator may transfer Users' personal data to entities with which the Administrator cooperates, e.g. those providing IT, accounting and legal services.

In cases provided for by law, the Administrator may transfer data to state authorities (e.g. the Police).

Data is stored:

- a. on the device used to operate the Website and Social Media by the Administrator
- b. on the hosting provider's servers;
- c. regarding e-mail correspondence conducted on Google Inc. servers in accordance with Google's privacy policy;
- d. regarding data transferred via Social Media - on Meta Platforms, Inc. servers, in accordance with the privacy policy of Meta Platforms products.

Where is the data processed?

Users' personal data may be processed within the territory of the European Economic Area, but also outside, but only if a given territory offers a sufficient level of security for personal data protection. This may occur in the case of the processing of Users' personal data by Google LLC, which takes place on servers located in the United States of America. Due to the fact that the United States has joined the EU program "EU-US Privacy Shield", data processed in this territory will be protected in accordance with the requirements applicable in the European Union.

What rights does the User have?

The User is entitled to the following rights:

- a. the right to access personal data,
- b. the right to rectification of personal data,
- c. the right to complain to the supervisory authority, which is the President of the Personal Data Protection Office,
- d. the right to withdraw consent to the processing of personal data and to object to the processing,

and also, in the cases and under the terms specified in the GDPR:

- a. the right to request the deletion of personal data
- b. the right to limit the processing of personal data,
- c. the right to transfer personal data.

However, you should be aware that some of the requests listed here may involve preventing the execution of the contract or the answer to the question asked. Requests regarding the processing of personal data should be submitted to the Administrator's address.

How long will personal data be stored?

Users' personal data will be stored for the period necessary to exercise the rights and obligations related to the use of the Website, respond to e-mails and private messages on Social Media, conduct discussions in comments under posts on Social Media, inform about news regarding the Zwierzak na kozetce/Pet on the couch, including educational entries published in the Administrator's Social Media, and after this period: until the Administrator's interest is realized or an objection is raised to processing on this basis, and to the extent that communication takes place within the scope of concluding and performing the contract, until the execution of the contract is completed and the expiry of the statute of limitations for possible contractual claims.

Data provided in connection with the settlement of the contract (invoices) will be stored for the period in which the Administrator is obliged to store documentation in accordance with the law.

Once the processing of the User's personal data for the original purpose has been completed, the data will not be processed for any other purposes.

How is privacy protection ensured?

Activities related to sending messages via the Website (via the contact form or the pre-consultation form) are carried out using a secure SSL connection. This means that the transmitted data is encrypted and thus protected from being read by third parties.

The Administrator takes special care to ensure that data is processed in accordance with the law and respecting the scope of the consent expressed by the User.

Physical security is ensured by a number of technical and organizational solutions implemented by the entity that makes the Website available on the Internet.

What are cookies, and how do they relate to the User?

In connection with the functioning of the Website, the cookies mechanism is used. This means that servers may save IT data (cookies) in the form of small text files on the User's device. This data can be read by servers each time you connect to this device.

The site uses various types of cookies. One category includes files related to the proper functioning of the files that must be in use for the User to use the Website. The second category is cookies that are used by entities related to the Administrator and that provide statistical and analytical services for the Administrator, e.g., Google LLC via the Google Analytics service.

The option to save and store cookies is enabled by default in web browsers. Failure to change the above settings will mean that cookies may be saved on the User's device, and the servers may access them.

These settings can be changed at any time to block the automatic saving of cookies or to inform the User each time they are saved. The User can also delete cookies. Detailed information is available in your web browser settings.

The User can also manage the selection of cookies related to advertising services via the website: <http://www.youronlinechoices.eu/>.

Is any other User data processed?

Using the website also involves saving by the server auxiliary data used for the functioning of the Website: the User's IP address, date and time, information about the version of the web browser and the User's operating system. This data is saved in the server logs and is available only to the server's administrator. The content of this data is not used to identify a particular User.

How to contact the Administrator?

Contact with the Administrator in matters related to privacy protection, including the execution of the User's rights, is possible at the following e-mail address: petonthecouch@gmail.com.

How do you file a complaint regarding data processing?

In any situation, the User may submit a complaint related to data processing to the President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw, Poland.